



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-192

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
SDO Unit and Section Heads
Quality Management System (QMS) Team Leads
All Others Concerned

FROM: **RONNIE S. MALLARI, PhD, CESO III**
Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT: **UPDATED SCHEDULE AND ADDITIONAL INFORMATION
ON THE CONDUCT OF HARMONIZATION OF QUALITY CONTROL PLANS**

DATE: September 24, 2026

1. Relative to Division Memorandum No. 068, s. 2026 titled "*MarinduQMS: Journey Towards ISO 9001:2015 Certification Training Activities*," please be informed that the **Harmonization of Quality Control Plans** shall now be conducted on **October 14-15, 2026**, at **Aloha Gardens Bar and Restaurant, Market Site, Mogpog, Marinduque**.
2. All concerned personnel are requested to take note of the updated schedule and make the necessary arrangements for their participation. Furthermore, **all process owners are expected to update, finalize, and submit their respective QCPs on or before October 9, 2026, through <https://tinyurl.com/MarQCPSubmission>**. Prior to submission, it is expected that the QCPs have undergone preliminary review within the concerned functional division.
3. To ensure seamless execution of the activity, no replacement or representative shall be allowed unless deemed valid by the Concurrent Officer-in-Charge of the Office of the Schools Division Superintendent. Participants who cannot participate in the activity due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Concurrent Officer-in-Charge of the Office of the Schools Division Superintendent, Attn: Training and Advocacy Team (TAT) Lead, indicating their reasons for non-participation and the name of their alternate at least three days before the activity.

4. Expenses related to the conduct of this activity shall be charged against the 2026 Division MOOE, subject to existing accounting and auditing rules and regulations.
5. The following documents are enclosed for reference:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: List of Program Management Team (PMT) Members
 - c. Enclosure 3: Activity Matrix
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

/SGOD-HRDS-KDA



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LIST OF PARTICIPANTS

*MarinduQMS: Journey Towards ISO 9001:2015 Certification Training Activities
Harmonization of Quality Control Plans*

NAME	POSITION	FUNCTIONAL DIVISION
1. Dr. Mabel F. Musa, CESO VI	Assistant Schools Division Superintendent / Quality Management Representative	Office of the Schools Division Superintendent (OSDS)
2. May Bernadeth O. De La Rosa	Administrative Officer V / Quality Workplace Team Lead	OSDS-Administrative Services
3. Arlene M. Marasigan	Administrative Officer V	OSDS-Budget
4. John Dhelter P. Pastrana	Accountant III	OSDS-Accounting
5. Atty. Ayzel Lea R. Palmero	Attorney III	OSDS-Legal
6. Engr. David M. Zoleta, Jr.	Information Technology Officer I	OSDS-ICT
7. Aleli L. Arceo	Administrative Officer IV	OSDS-Cash
8. Maridell F. Hermosa	Administrative Officer IV	OSDS-Personnel
9. Josefina P. Brual	Administrative Officer IV	OSDS-Procurement
10. Ruby M. Tan	Administrative Officer IV	OSDS-Property and Supply
11. Jinky L. Meron	Administrative Officer IV	OSDS-Records
12. John M. Chavez	Chief Education Supervisor / Knowledge Management Team Lead	Curriculum Implementation Division (CID)
13. Jelly L. Sore	Education Program Supervisor	CID
14. Florie M. Regencia	Education Program Supervisor	CID
15. Dr. Jennifer E. Monte	Education Program Supervisor	CID
16. Dr. Mariam B. Rivamonte	Education Program Supervisor	CID
17. Dr. Ma. Shiela S. Saet	Education Program Supervisor	CID
18. Romualdo O. Magculang	Education Program Supervisor	CID
19. Annabelle M. Marmol	Education Program Supervisor / Internal Quality Audit Team Lead	CID
20. Dr. Ma. Corazon A. Borja	Education Program Supervisor	CID
21. Freddie M. Malabayabas	Education Program Supervisor	CID
22. Charmain J. Mogol	Librarian II	CID
23. Joseph Arnold L. Almonte	Project Development Officer II	CID
24. Dr. Michelle M. Mutya	Education Program Specialist II	CID-ALS

25. Chona M. Recto	Education Program Specialist II	CID-ALS
26. Maita M. Lazares	Chief Education Supervisor / Risk Management Team	School Governance and Operations Division (SGOD)
27. Dr. Elvin C. Perlas	Education Program Supervisor	SGOD
28. Dr. Rica Mai O. Larga	Medical Officer III	SGOD-SH&N
29. Dr. Queza Rina Q. Membrebe	Dentist II	SGOD-SH&N
30. Perry N. Jardiniano	Nurse II	SGOD-SH&N
31. Engr. Arnold M. Moreno	Engineer III	SGOD-EF
32. Kyle David V. Atienza	Senior Education Program Specialist / Training and Advocacy Team Lead	SGOD-HRD
33. Bernadith R. Lacerna	Senior Education Program Specialist	SGOD-P&R
34. Dr. Fretzie P. Alcantara	Senior Education Program Specialist / Secretariat Lead	SGOD-SMM&E
35. Dr. Melanie M. Mendoza	Senior Education Program Specialist	SGOD-SM&N
36. Marisol O. Luarca	Planning Officer III	SGOD-P&R
37. Edgar H. Loto	Project Development Officer II	SGOD-SM&N
38. Andy M. Pergis	Project Development Officer I	SGOD-YF
39. Fatima M. Villanueva	Project Development Officer I	SGOD-YF

LIST OF PROGRAM MANAGEMENT TEAM (PMT) MEMBERS

*MarinduQMS: Journey Towards ISO 9001:2015 Certification Training Activities
Harmonization of Quality Control Plans*

NAME	POSITION	FUNCTIONAL DIVISION	ROLE
1. Glaiza T. Palatino	Education Program Specialist II	SGOD-HRD	Documenter
2. Wendy Ann S. Vergara	Legal Assistant I	OSDS-Legal	Documenter
3. Julius Christian F. Llanes	Technical Assistant	SGOD	Documenter
4. Rey R. Raymundo	Education Program Specialist II	SGOD-SMM&E	M&E Officer
5. Marie Laurence J. Luarca	Administrative Aide VI	OSDS-Property and Supply	Logistics Officer
6. Maria Kristine Nicola D. Iglesia	Nurse II	OSDS-SH&N	Welfare Officer
7. Loida M. Ordillano	Nurse II	SGOD-SH&N	Secretariat
8. Mary Joy M. Roque	Administrative Assistant II	OSDS-Accounting	Secretariat
9. Princess Leny B. Hernandez	Technical Assistant	SGOD	Secretariat
10. Ramil E. Jabat	Administrative Aide	OSDS	Driver
11. Dante Monteclaro	Administrative Aide	OSDS	Driver

ACTIVITY MATRIX

MarinduQMS: Journey Towards ISO 9001:2015 Certification Training Activities
Harmonization of Quality Control Plans

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
Day 1 October 14, 2026			
8:00-9:30 AM	90 mins	Arrival and Registration of Participants	
9:31-10:15 AM	45 mins	Opening Program • Ecumenical Prayer • Nationalistic Song • Recitation of DepEd QPS • Acknowledgement of Participants • Messages • Activity Matrix and Objectives • Photo Documentation	Training and Advocacy Team (TAT)
10:16-10:30 AM	15 mins	Health Break	
10:31 AM-12:00 NN	90 mins	Session 1: Discussion on Management Review • Procedure • Matrix • Agenda • Templates	Quality Management Representative (QMR) QMS Secretariat
12:01-1:00 PM	60 mins	Lunch Break	
1:01-1:30 PM	30 mins	Session 2A: Progress Report on Planning Documents • Operations Manual • SWOT Analysis • Quality Control Plans	Curriculum Implementation Division
1:31-2:00 PM	30 mins	Session 2B: Progress Report on Planning Documents • Operations Manual • SWOT Analysis • Quality Control Plans	Office of the Schools Division Superintendent
2:01-2:30 PM	30 mins	Session 2C: Progress Report on Planning Documents • Operations Manual • SWOT Analysis • Quality Control Plans	School Governance and Operations Division
2:30-2:45 PM	15 mins	Health Break	
2:45-4:30 PM	105 mins	Session 3: Identification and Gap Analysis of Cross-Functional Processes	QMR

		• Identification of declared processes involving more than one unit/section/process owner • Identification and analysis of gaps, overlaps, and interface issues	QMS Secretariat TAT Process Owners
4:31-4:45 PM	15 mins	End-of-Day Evaluation	QMS Secretariat
4:46-5:00 PM	15 mins	Debriefing	QMS Secretariat TAT
Day 2 October 15, 2026			
8:00-9:00 AM	60 mins	Travel Time of Participants	
9:01-9:30 AM	30 mins	Recapitulation	TAT
9:31-10:15 AM	45 mins	Session 4: Harmonization of Cross-Functional QCPs • Validation and harmonization of process boundaries, roles, and responsibilities • Harmonization of inputs, activities, outputs, customers, and process controls • Resolution of identified gaps, overlaps, and process interface issues • Agreement on revisions and documentation of harmonized QCPs	QMR QMS Secretariat TAT Process Owners
10:16-10:30 AM	15 mins	Health Break	
10:31 AM-12:00 NN	90 mins	Session 4: Harmonization of Cross-Functional QCPs (cont.)	QMR QMS Secretariat TAT Process Owners
12:01-1:00 PM	60 mins	Lunch Break	
1:01-2:30 PM	90 mins	Session 4: Harmonization of Cross-Functional QCPs (cont.)	QMR QMS Secretariat TAT

			Process Owners
2:31-2:45 PM	15 mins	Health Break	
2:46-3:45 PM	60 mins	Session 5: Presentation of Harmonized QCPs • Presentation of finalized harmonized QCPs by concerned process owners • Presentation of key revisions and harmonization points • Clarifications and observations from participants • Validation of agreed process interfaces and responsibilities • Confirmation of action points and remaining revisions, if any	QMR QMS Secretariat TAT Process Owners
3:46-4:00 PM	15 mins	End-of-Day Evaluation	QMS Secretariat
4:01-4:45 PM	30 mins	Closing Program: • Insights/Impression • Statement of Challenge • Acceptance of Challenge • Awarding of Certificates • Closing Remarks	
4:46-5:00 PM	15 mins	Debriefing	QMS Secretariat TAT